



WIKWEMIKONG TRIBAL POLICE SERVICE

Office Administration Assistant – Full-Time Permanent

Position: Office Administration Assistant – Operations & Board Level
Annual Salary: \$75,130
Location: Wikwemikong Unceded Territory
Responsible to: Staff Sergeant & Divisional Commander – Support & Logistics

The WTPS Board is accepting applications for an experienced Office Assistant. As the successful candidate, you will be integral to the effectiveness of the WTPS Operations and Board. The successful candidate will implement appropriate administrative systems effectively and efficiently. The Office Admin Assistant will ensure that tasks assigned are complied with and that accountability is provided to the WTPS Operations and Board. As a mandatory requirement, the candidate will attend all training as deemed necessary.

Key Duties/Responsibilities:

- Assist front desk reception alternate, with walk-in and telephone events for all types of service, including but not limited to reporting within RMS (Records Management System), maintain an organized and up-to-date records system, tasking officers with event management.
- Experience / attend training session with RMS and CPIC (Canadian Police Information Centre) system software.
- Drafting and distributing correspondence as required by Chief of Police.
- Attend and distribute materials needed for WTPS Board Corporation and WTPS Health and Safety Committee meetings and record minutes of meeting as required as the WTPS Board assistant.
- Create, optimize, and organize content on the WTPS website. Experience in web publishing and digital content management is preferred.
- Superior organizational skills, attention to detail, and interpersonal skills.
- Prioritizing and managing competing priorities and deadlines with tact and multitasking in a fast-paced environment.
- Proven ability to work in a high trust position and deal with sensitive confidential information.
- Advanced knowledge and experience in planning meetings, agendas, and supporting documentation.
- Preparing letters, briefing reports, and memos.
- Liaise with other Police Services, Chief and Council, and the public. Respond to external inquiries by providing answers or directing them to the appropriate personnel.
- Such other duties, not inconsistent with the above, as directed by the Chief of Police.
- Hours of work will be during administration hours & seldom, but occasional evening and special event assignments.

Basic Requirements:

- Diploma/Certificate in Office Administration or successful completion in a related field.
- Diploma from Ontario Secondary School or equivalent.
- Must possess a valid Class G Ontario Driver's Licence.
- Advanced skills and knowledge in Microsoft Office software, strong internet and research capabilities.
- Must have awareness of the Wikwemikong First Nation culture and traditions.
- Ability to speak and understand the Anishinaabemowin language considered an asset.
- Must provide a signed WTPS Consent to Security Clearance Investigation Form and must pass background and investigative checks.
- No criminal record for which a pardon has not been granted.

Interested applicants must request an employment application package from the Human Resources Manager. The applicant must provide all mandatory requirements from the job ad. Submit your completed employment package, a letter of interest/cover letter, detailed resume, copies of relevant diploma/certificates, and 3 work related references to:

Attn: Richard Flamand, Human Resources Manager
Email: richard.flamand@wtps.ca

Posting Deadline: Applications accepted as on on-going basis till the position is filled.

Applications will be screened and only those selected will be extended a personal interview. The qualified candidate will be subject to a comprehensive background investigation.